

## Schedule C – Job Classifications and Pay Structure

This schedule outlines the job classifications, responsibilities, and pay structure for guides and support staff working for **Coastal Bliss Adventures Ltd.** and **Sea to Sky Expeditions Ltd.** These levels reflect a progression in experience, leadership, and responsibility within the organization.

### Guide & Outfitter (GO) Job Classifications

The "GO" classification system defines levels of employment from **GO-I** (entry-level support) to **GO-VII** (senior trip leader). Advancement through these levels is based on a combination of **certification, demonstrated field experience, successful performance, and organizational needs**. Meeting the minimum qualifications does not guarantee promotion.

#### GO-I – Assistant Guide / Retail & Rentals Facilitator

- **Compensation:** Hourly
- **Typical Roles:** Cowichan Bay Kayaking dock staff, prep/cleanup help, assistant on kayak day tours.
- **Requirements:** Relevant guide certification based on assigned duties. For kayak guiding, SKGABC Level 1 or equivalent is typically required. Other guiding roles (e.g., walking tours or SUP) may require different or no certifications. All guides must hold appropriate certification for the type of tour they lead.
- **Responsibilities:** Provides retail customer service and manages rentals at the dock. Supports trip preparation and cleanup. Assists lead guides under direct supervision.

#### GO-II – Trained Assistant Guide / Retail & Rentals Facilitator

- **Compensation:** Hourly
- **Typical Roles:** Dock staff and assistant kayak guide on short day tours.
- **Requirements:** Same as GO-I, with additional emphasis on reliability and basic guiding experience after one season of work.
- **Responsibilities:** Provides customer service and rental management at the dock. Assists in guest safety and interpretation on kayak day tours. Supports trip prep and cleanup.

#### GO-III – Entry-level Assistant Guide / Dock-Based Lead for Short Tours

- **Compensation:** Hourly for Cowichan Bay Kayaking work (tours, rentals, retail clerk duties, assigned trip prep/cleanup). Daily rate applies when working on multiday trips.
- **Typical Roles:** Lead on short kayak tours, dock operations, equipment rentals; assist Lead Guide on multiday tours.
- **Requirements:**
  - Minimum one full season of guiding experience.
  - Relevant guide certification based on assigned duties—typically SKGABC Level 1 for kayak tours.
  - Post-secondary training in outdoor recreation or tourism is preferred, or equivalent certification through a professional guide program.
- **Responsibilities:** Leads short kayak trips. Manages dock and rental operations. Assists with gear prep and cleanup. May assist on multiday trips under supervision (paid daily rate when doing so).

#### **GO-IV – Assistant Guide (Multiday Trips)**

- **Compensation:** Daily rate for multiday trips; hourly for assigned prep/cleanup work.
- **Typical Roles:** Assistant guide on multiday hiking, sea kayaking, or canoeing trips; lead on short kayak tours, dock operations, equipment rentals.
- **Requirements:**
  - Minimum two full seasons of guiding experience.
  - For hiking/canoeing: Advanced Wilderness First Aid and backcountry guiding experience.
  - For sea kayaking: SKGABC Assistant Overnight Guide (AOG) certification.
  - AOG certification is accepted as a foundation for leading hiking trips in moderate terrain.
  - Post-secondary training in outdoor leadership or related fields is preferred.
- **Responsibilities:** Assists lead guides with all aspects of trip operation. Takes independent responsibility for specific systems (e.g., kitchen, camp, logistics) while operating under the direction of a Lead Guide. Expected to work independently, communicate clearly, and demonstrate judgment in dynamic field conditions.

#### **Lead Guide Classifications (GO-V through GO-VII)**

GO-V through GO-VII represent leadership-level guides responsible for the overall success, safety, and execution of multiday trips. These roles are earned through a combination of **professional training, guiding certifications, and years of proven experience in the field**. Advancement is based not only on qualifications, but on a demonstrated ability to lead, mentor others, and consistently deliver high-quality guest experiences.

### **Minimum Requirements for All Lead Guides (GO-V to GO-VII):**

- **Post-secondary training** in guiding, outdoor leadership, or a related field, or completion of a recognized professional guiding certification program (e.g., **ACMG**, SKGABC).
- **Advanced Wilderness First Aid** (or equivalent).
- **A minimum of two full seasons of multiday guiding experience.**
- Demonstrated ability to manage group dynamics, safety, logistics, and guest experience.

### **GO-V – Lead Guide 1**

- **Compensation:** Daily rate (multiday trips only)
- **Typical Roles:** Lead guide on multiday trips with an assistant guide.
- **Requirements:**
  - Minimum two full seasons of experience as an assistant guide on multiday trips.
  - Sea kayaking: SKGABC Level 2 certification required.
  - Hiking/canoeing: Advanced Wilderness First Aid and professional-level guiding competence.
  - Completion of post-secondary outdoor leadership training or equivalent certification.
- **Responsibilities:** Primary trip leader when two guides are present. Leads all aspects of trip preparation, guest safety, field operations, and coordination with the assistant guide. Makes final decisions in the field while encouraging consultation and collaboration with team members. Ensures guest satisfaction, manages risk, and upholds company standards.

### **GO-VI – Lead Guide 2**

- **Compensation:** Daily rate (multiday trips only)
- **Typical Roles:** Solo trip leader or lead on complex, remote, or high-profile trips.
- **Requirements:**
  - Minimum two years of multiday trip-leading experience.
  - Sea kayaking: SKGABC Level 2 certification required; higher certification may be needed depending on water classification.
  - Hiking/canoeing: Advanced Wilderness First Aid and demonstrated solo field leadership.
  - Post-secondary training or equivalent guide certification is expected.

- **Responsibilities:** Operates independently in leading entire trips without a co-guide. Responsible for guest care, safety systems, logistics, and emergency readiness. Demonstrates mature field judgment and an ability to handle trip complexity under varying conditions. Often serves as a mentor for junior staff.

## **GO-VII – Senior Trip Leader / Staff Mentor**

- **Compensation:** Daily rate (multiday trips only)
- **Typical Roles:** Lead on complex, flagship, or remote expeditions; staff mentor and seasonal leadership resource.
- **Requirements:**
  - Minimum five years of successful multiday trip-leading experience.
  - Sea kayaking: SKGABC Level 2 certification required; Level 3 preferred where appropriate.
  - Hiking/canoeing: Advanced Wilderness First Aid and long-term experience leading complex trips.
  - Extensive history of positive guest feedback and peer respect.
- **Responsibilities:** Sets the tone for guide performance and professionalism across the season. Leads high-priority trips. Provides coaching, mentorship, and informal leadership to other guides. May assist with hiring, training, and operational standards enforcement. Guides at this level are expected to embody the values and mission of Coastal Bliss Adventures and Sea to Sky Expeditions.

## **Technical Operations (TECHOPS) Classifications**

### **TECHOPS-I – Retail & Rentals Assistant / Dock Staff**

- **Compensation:** Hourly
- **Typical Roles:** Dock staff at Cowichan Bay Kayaking.
- **Requirements:** No guiding certifications required. Must hold 16-hour First Aid.
- **Responsibilities:** Provides customer service at the dock. Handles equipment rentals, maintains retail environment, and supports safe and smooth dock operations.

### **TECHOPS-II – Retail & Rentals Coordinator / Shuttle Assistant**

- **Compensation:** Hourly
- **Typical Roles:** Retail lead, food/kitchen prep, shuttle driving.
- **Requirements:** Valid driver's license. Food Safe preferred. 16-hour First Aid minimum.
- **Responsibilities:** Oversees dock operations during peak hours, supports kitchen and gear packing, and provides driving assistance for trip logistics.

## TECHOPS-III – Operations Coordinator / Base Manager

- **Compensation:** Hourly or salaried depending on season and role.
- **Typical Roles:** Logistics lead, supply coordinator, vehicle/fleet scheduler.
- **Requirements:** Strong logistics background, First Aid, valid driver's license, and proven organizational skills.
- **Responsibilities:** Supervises daily base operations, supports seasonal planning, coordinates staffing and fleet use, and ensures the operational flow supports all active trips.

### Cross-Role Flexibility

Employees may be assigned work across classifications (e.g., a GO-IV may work a TECHOPS-I dock shift during shoulder season). Compensation will align with the rate for the duties performed during that time.

### Role Matrix: Required Qualifications & Eligible Staff Levels

This matrix outlines the qualifications and experience required to perform specific guiding and support roles within Coastal Bliss Adventures, Sea to Sky Expeditions, and Cowichan Bay Kayaking.

Role / Task	Required Certification	Minimum Experience	Eligible Levels
Assist on multiday hiking trip	Wilderness First Aid	1 full season of guiding or outdoor recreation work	GO-IV and above
Lead multiday hiking trip	AOG or equivalent + Advanced Wilderness First Aid + post-secondary training	2+ seasons as assistant guide	GO-V and above
Lead complex/remote hiking trip (solo or primary)	AOG or ACMG (as needed for terrain) + Advanced Wilderness First Aid + post-secondary training	2+ years of lead guiding experience	GO-VI and GO-VII
Assist on multiday sea kayaking trip	SKGABC AOG	2 full seasons (at least 1 on multiday trips)	GO-IV and above
Lead multiday sea kayaking trip	SKGABC Level 2 (min.); Level 3 for higher water classifications	2+ seasons as AOG on multiday trips	GO-V and above
Lead high-complexity sea kayaking trip	SKGABC Level 2 or Level 3 (preferred)	5+ years of multiday trip leadership	GO-VII
Assist at Cowichan Bay dock (retail/rentals only)	16-hour First Aid	None	TECHOPS-I, GO-I, GO-II, GO-III
Lead short kayak tour (CBK)	SKGABC Level 1 or AOG	1+ season leading short tours	GO-III and above
Drive shuttle vehicle	Class 4 License + 16-hour First Aid	Previous driving experience	TECHOPS-II and TECHOPS-III
Pack food/kitchen system	Food Safe preferred	1 season preferred	TECHOPS-II and above
Lead solo or flagship trip	Appropriate certification (e.g., SKGABC L2, AOG, or ACMG) + Advanced Wilderness First Aid	3+ years of multiday trip leadership, leading progressively complex trips	GO-VI and above

**Notes:**

- “Seasons” refer to full guiding seasons with meaningful field time.
- For hiking: AOG is acceptable as a basic certification; ACMG applies to more technical terrain.
- For kayaking: SKGABC certification levels determine eligibility.

**Schedule D – Pay Scales (2025)**

The following pay scales apply to all Coastal Bliss Adventures and Sea to Sky Expeditions employees for the 2025 season. Pay is based on job classification, level of responsibility, and nature of the work (hourly or daily). Rates are reviewed annually and are subject to change with notice.

**1. Guide & Outfitter (GO) Pay Rates (2025)**

<b>GO Level</b>	<b>Position Description</b>	<b>Daily Rate (Lead Role)</b>	<b>Daily Rate (Assistant/Co-Guide Role)</b>	<b>Hourly Rate</b>
<b>GO-I</b>	Apprentice Kayak/Canoe Guide, Kids’ Camp Assistant	N/A	N/A	\$18.75
<b>GO-II</b>	Level 1 Kayak/Canoe Guide, Day Guide, Camp Leader	N/A	N/A	\$19.25
<b>GO-III</b>	Assistant Multiday Guide 1 (CBK + some multiday)	N/A	\$180.00	\$19.25
<b>GO-IV</b>	Assistant Multiday Guide 2	N/A	\$200.00	\$20.50
<b>GO-V</b>	Lead Guide 1	\$250.00	\$225.00	N/A
<b>GO-VI</b>	Lead Guide 2	\$280.00	\$252.50	N/A
<b>GO-VII</b>	Lead Guide 3 / Senior Trip Leader	\$310.00	\$270.00	N/A

**Note:**

GO-III and GO-IV may work hourly at Cowichan Bay Kayaking or during prep/cleanup for multiday trips.

GO-V through GO-VII are paid **daily rates only**, with differentials between **lead** and **assistant/co-guide** roles based on responsibility for trip decisions, leadership authority, and experience.

**2. Technical Operations (TECHOPS) Pay Rates**

<b>TECHOPS Level</b>	<b>Position Description</b>	<b>Hourly Rate</b>
<b>TECHOPS-I</b>	Dock Staff / Retail & Rentals Assistant	\$18.75
<b>TECHOPS-II</b>	Retail Lead / Shuttle Assistant	\$19.25
<b>TECHOPS-III</b>	Operations Coordinator / Base Manager	\$23.00 or Salaried

### 3. Timesheets & Pay Periods

- Employees are paid **biweekly** by direct deposit.
- Hourly staff must submit timesheets on time for prompt payment.
- Issues with pay should be reported to management immediately.

### 4. Vacation Pay

- **4% vacation pay** is added to each paycheque.
- Employees completing one full year are entitled to **two weeks of unpaid leave**, as vacation pay is already paid out.

### 5. Overtime

- Multiday trip guides are generally exempt from overtime under BC's Employment Standards Regulation, Section 34.2.
- Hourly staff not working under an Averaging Agreement (Schedule G) are subject to BC overtime laws.
- Any overtime must be pre-approved by a Director.

### 6. Training Reimbursement

- The company may contribute to or fully reimburse job-related certifications (e.g., SKGABC, First Aid) on a case-by-case basis.
- **Training support must be pre-approved in writing.**
- Reimbursement is contingent on completing a minimum of **40 field days** within the current or following season.
- Early resignation or failure to complete this threshold will require full or partial repayment.